

**New Jersey Department of Transportation
QUALITY IMPROVEMENT ADVISORY**

QUALITY MANAGEMENT SERVICES

Manager: Lynn Rich

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QIA No. QIA042

Approved: L. Rich

Date: 12/08/2006

Subject: Changes of Plan

Process Affected:

Scope Design Right of Way Utilities Environmental Historic Construction

Bureaus Affected:

Design Consultants, In-House Design, Project Management, Construction Services and Materials

Procedure(s) Affected:

Design, Construction

Nature of Issues:

1. Changes of Plan are being forwarded directly to Resident Engineers without Project Manager approval. This practice could impact Department immunity. Additionally, Electrical Field Changes of Plan are being forwarded directly to the Resident without Project Manager approval. Some changes are being made that are preferences.
2. There have not been enough number of copies submitted to the Resident Engineer.
3. Project Managers have not always sent the Changes of Plan on all Full Oversight projects to FHWA for approval.

Recommendations:

All Field Changes of Plan, including Electrical Changes of Plan, shall be submitted to the Project Manager for approval as per the Construction Procedures Handbook, Section IV, Subsection B, 3. Initiators should not directly contact the design consultant, except as authorized by the Project Manager. Requests for Electrical Changes of Plan shall be submitted to Traffic Signal & Safety Engineering (TSSE) for review and approval before submitting them to the design consultant except as authorized by TSSE. Requests for Changes of Plan should include clear reasons, and cite the applicable design standards. Six (6) copies of each approved Change of Plan shall be prepared and sent to the project Manager for transmittal to the resident Engineer. Project Managers shall request FHWA approval for all Changes of Plan on Full Oversight Projects prior to submission to the Resident Engineer.

Implementation: Immediate

Impact Assessment:

Cost Impact:

Schedule

Quality

Cost

Scope

N/A

Superseded